

## Configure Notification for Oversight Agency Users

Oversight Agency Users can configure their notification profile in order to be able to receive notifications through email/pager/cell-phone. They will need to setup their notification settings on their Oversight Agency FirstPage to receive their notifications.

**⚠** The configured notification settings on the **Oversight Agency** FirstPage will be applicable for both Oversight and all Linked Providers. Oversight Agency User will not be able to setup their notification profile separately on each of the **Linked Provider** FirstPage.

### Enable Notification Option

In order to receive notifications, you will need to enable the notification option first. To do so, please follow the steps mentioned below:

1. Click on the [Personal Details](#) link available under the **My Account** area on your Oversight Agency FirstPage.



2. On the Profile page, check the **Enable Notification** check-box and then click on the 'Save' button to save the changes.

**Personal Details**  
**Ethan Thomas**  
Updated On: 11/20/2015 11:34 PM

**Personal Information**

User Initials: ETH  
Gender:  Male  Female

**Contact Information**

Street Address:   
City:   
State: -Please Select-  
Zip Code:   
Home Phone Number:   
Mobile/Cellular Phone Number:   
Temporary Phone Number:  Extension:   
Phone Number Comments:   
E-Mail Address:

**Preferences**

Time Zone: US/Central  
Enable Notification:

User Information Privilege

Cancel Save Update and go to Privilege

3. This will enable the notification configuration links under the **My Account** area on your Oversight Agency FirstPage.

**My Issues** New

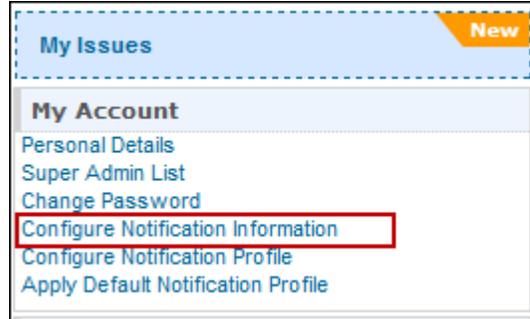
**My Account**

- Personal Details
- Super Admin List
- Change Password
- Configure Notification Information
- Configure Notification Profile
- Apply Default Notification Profile

## Configure Notification Information

In order to enter information for the type of media you would like to receive notifications through, for example pager number and email address, you will need to configure your notification information by following the steps mentioned below:

1. Click on the [Configure Notification Information](#) link under the My Account area on your Oversight Agency FirstPage.



2. Next, on the **Configure Notification Information** page, enter the required information in the appropriate fields (**Email** and **Pager Email**).

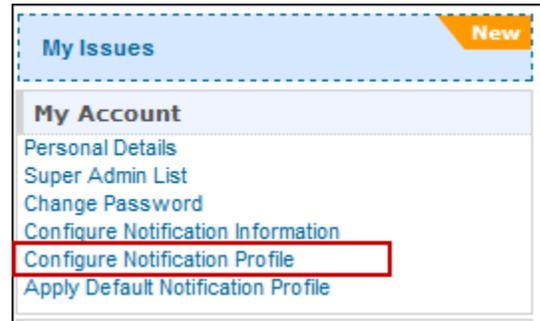
A screenshot of the "Configure Notification Information" form. The title "Configure Notification Information" is centered at the top. Below it is a tab labeled "Email Settings". The form contains two input fields: "Email" with the value "demo@demoservices.net" and "Pager Email" with the value "9999999@providernamehere.net". At the bottom of the form, there are two buttons: "Cancel" on the left and "Save" on the right. A red arrow points to the "Save" button.

Once you are done, click on the 'Save' button at the bottom of the page, to save your notification media.

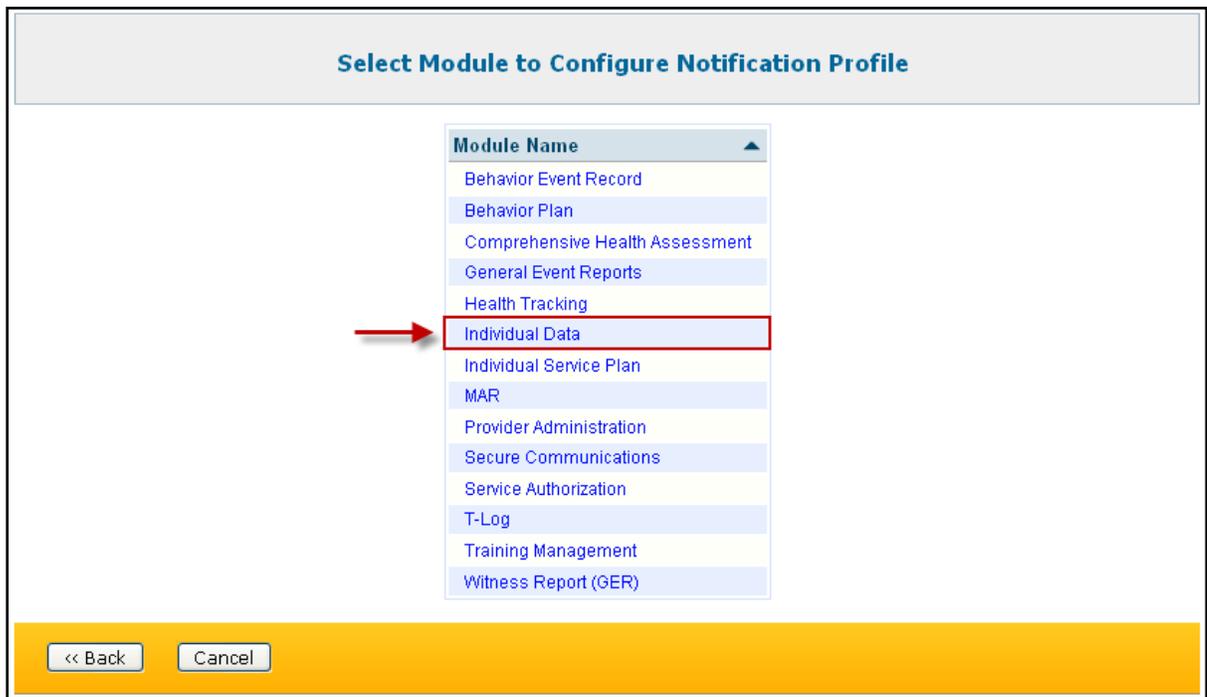
## Configure Notification Profile

In order to configure notification profile for different Therap modules, please follow the steps mentioned below:

1. Click on the [Configure Notification Profile](#) link under the My Account area on your Oversight Agency FirstPage.



2. Select the particular module on the **Select Module to Configure Notification Profile** page to configure notification profile for that module. For example, you may select Individual Data in order to configure notification profile for the **Individual Data** module.



- On the following page, select the necessary notification events for which you want to be notified from the **Notification Events** section.

**Module Name : Individual Data**

---

**Notification Events**
Jump to section: [2](#)

<b>Event</b>	<b>Send Notification</b>
Create	<input type="radio"/> Yes <input checked="" type="radio"/> No
Update	<input type="radio"/> Yes <input checked="" type="radio"/> No
Delete	<input type="radio"/> Yes <input checked="" type="radio"/> No
Admitted	<input type="radio"/> Yes <input checked="" type="radio"/> No
Discharged	<input type="radio"/> Yes <input checked="" type="radio"/> No
Undeleted	<input type="radio"/> Yes <input checked="" type="radio"/> No
Deceased	<input type="radio"/> Yes <input checked="" type="radio"/> No
Individual Referred	<input type="radio"/> Yes <input checked="" type="radio"/> No
Oversight Deleted	<input type="radio"/> Yes <input checked="" type="radio"/> No
Oversight Saved	<input type="radio"/> Yes <input checked="" type="radio"/> No
Oversight Updated	<input type="radio"/> Yes <input checked="" type="radio"/> No
Oversight ID Added	<input type="radio"/> Yes <input checked="" type="radio"/> No
Oversight ID Deleted	<input type="radio"/> Yes <input checked="" type="radio"/> No
Team Member Add	<input type="radio"/> Yes <input checked="" type="radio"/> No
Team Member Remove	<input type="radio"/> Yes <input checked="" type="radio"/> No
Medicaid Status Change	<input type="radio"/> Yes <input checked="" type="radio"/> No

- Then, select at least one media via which you want to be notified for the selected notification events, from the **Select Media** section. Once you are done, click on the 'Save' button to save your notification profile.

**Select Media**
Jump to section: [1](#)

**Email**

Yes  No

**Pager Email**

Yes  No

**Secure Communications**

Yes  No

<< Back
Cancel
Save
Disable

 The 'Disable' button at the bottom of the page allows you to disable all notifications you have set up for the module.

 You may also apply any **Default Notification Profile** configured by administrators. To learn more, [click here](#).